For Official Use Only
Application no. _____

Quality Tourism Services Scheme – Visitor Accommodation Application Form

「優質旅遊服務」計劃 – 旅客住宿服務申請表格

To: QTS Merchants Recruitment and Marketing Team
c/o DT Communications Asia Pacific
Room 1411, 14/F, Eastern Harbour Centre, 28 Hoi Chak Street, Quarry Bay

致:「優質旅遊服務」計劃 商戶招募及市場推廣組
轉交 殿堂公共關係顧問集團
鰂魚涌海澤街 28 號東港中心 14 樓 1411 室

I/We, _____, would like to apply for certification under the
(trade name of the visitor accommodation)
Quality Tourism Services Scheme – Visitor Accommodation.

本人 / 吾等_____現申請「優質旅遊服務」計劃 – 旅客住宿服務
(旅宿場所之營業名稱)
的認證資格。

SECTION I: BACKGROUND INFORMATION OF VISITOR ACCOMMODATION SERVICE PROVIDER
甲部：旅宿服務供應商資料

A. Details of Applicant Visitor Accommodation Service Provider 申請參加此計劃的旅宿服務供應商詳細資料

Trade Name of the Visitor Accommodation 旅宿場所之營業名稱 _____

Correspondence Address 通訊地址 _____

Telephone 電話 _____ Fax 傳真 _____

Telephone Number for Public Enquiry and Reservation 客戶查詢及訂房電話號碼 _____

Website 網址 _____ E-mail 電郵 _____

Total Number of Visitor Accommodation Premises held by applicant in Hong Kong 申請人在港經營的旅宿場所總數 _____

Main Premises Address 總舖地址 _____

Telephone 電話 _____ Fax 傳真 _____

Website 網址 _____ E-mail 電郵_____

Total Number of Employees in Hong Kong 在港僱員總數 _____

Full Time 全職 _____ Part Time 兼職 _____

Date of Establishment 成立日期 _____ Year 年份_____ Month 月份 _____

Business Structure 商業架構 *(Optional 可選擇是否填寫) (please indicate by checking one box of below 請選擇適用者)*
☐ Sole Proprietor 獨資經營 / ☐ Partnership 合夥 / ☐ Private Company 私人公司 / ☐ Public Listed Company 上市公司

Name of Holding Company 集團控股公司名稱 *(Optional 可選擇是否填寫)*
(if applicant merchant is a subsidiary of another corporation 如申請商戶是另一集團的附屬公司)
_____

Business Address of Holding Company 集團控股公司地址 *(Optional 可選擇是否填寫)*
_____

Telephone 電話 *(Optional 可選擇是否填寫)* _____ Fax 傳真 *(Optional 可選擇是否填寫)* _____

Important 重要提示:
If Visitor Accommodation is
(i) trading under the same brand name in different premises; and/or
(ii) trading under the same brand name with multiple licences in the same registered premises,
the applicant must include all such visitor accommodation premises in this application.
如申請人：
(i) 在不同場所內以同一品牌名稱經營旅宿業務；及/或
(ii) 在同一登記場所以同一品牌名稱持有多個牌照經營旅宿業務，
則申請人必須為轄下所有旅宿場所一併申請。

B. Licence Information of the Visitor Accommodation 旅宿場所的詳細牌照資料

Visitor accommodation premises trading under the same name as mentioned in A above.
以 A 項所述營業名稱經營之旅宿場所：

Please provide the following information according to your Guesthouse Licence
請提供賓館牌照上所列的資料

	Name shown on licence 登記名稱	Address 登記地址	Licence No. 牌照號碼	Validity Period 牌照的有效期	Valid until 牌照到期日	No. of rooms 登記供租賃的客房數目	Licence holder (name, title, phone, email & fax) 持牌人 (姓名、 職銜、電話、電郵及傳真)
1							
2							
3							

For HKTB's reference only 只供香港旅遊發展局參考：
Visitor accommodation premises held by the applicant but under trade name different from above.
申請人以其他營業名稱經營之旅宿場所：

Please provide the following information according to your Guesthouse Licence
請提供賓館牌照上所列的資料

	Name shown on licence 登記名稱	Address 登記地址	Licence No. 牌照號碼	Validity Period 牌照的有效期	Valid until 牌照到期日	No. of rooms 登記供租賃的客房數目	Licence holder (name, title, phone, email & fax) 持牌人 (姓名、 職銜、電話、電郵及傳真)
1							
2							
3							

Please provide the above information on separate sheet if the above space is not enough. 如以上空間不敷應用，請另附新頁。

C. Public Liability Insurance Information 公眾責任保險之資料

Insured amount of public liability insurance
公眾責任保險之保額

_____

The validity period of the above public liability insurance policy
以上公眾責任保險之有效日期

_____

The insured locations in the above public liability insurance policy
以上公眾責任保險之受保地址

_____

D. Information of the Ancillary Services / Facilities 附屬服務 / 設施之資料

If the operator of the above visitor accommodation premises provides and operates ancillary services / facilities (other than accommodation services), please indicate the type(s) of services / facilities by putting a ✓ in the appropriate box(es).
如以上旅宿場所的經營者亦有提供及經營其他附屬服務 / 設施 (住宿服務以外)，請在適當的方格內加上「 ✓ 」號

☐ restaurants 食肆 ☐ liquor consumptions 飲用酒類飲品地方 ☐ Karaoke 卡拉 OK
☐ others 其他 (please specify 請註明 _____)

Important 重要提示:
QTS certification for visitor accommodation is strictly limited and confined to the provision of visitor accommodation. The QTS certification for visitor accommodation does not extend to ancillary services / facilities within the visitor accommodation premises although the QTS Sub-Committee may as it sees fit take into account any matters relating to the aforesaid services / facilities in assessing this application for certification of visitor accommodation.
「優質旅遊服務」計劃–旅客住宿服務的認證旨在涵蓋旅客住宿服務。雖然「優質旅遊服務」小組委員會可在評審旅客住宿服務認證申請時，視乎情況按其認為適當方式把旅客住宿場所內的其他附屬服務 / 設施列入考慮因素，但本計劃旅客住宿服務類別的認證並不引伸至該等附屬服務 / 設施。

E. Details of Other Correspondence 其他聯絡資料

Organisation Head 機構主管

English Name 英文姓名： ☐Mr / ☐Ms _____ Chinese Name 中文姓名： _____ ☐先生 / ☐女士
Address 通訊地址： _____
Title 職銜： _____ E-mail 電郵： _____
Telephone 電話： _____ Fax 傳真： _____

Contact Person 聯絡人

English Name 英文姓名： ☐Mr / ☐Ms _____ Chinese Name 中文姓名 ： _____ ☐先生 / ☐女士
Address 通訊地址： _____
Title 職銜： _____ E-mail 電郵： _____
Telephone 電話： _____ Fax 傳真： _____

Contact Person for Marketing Activities 負責市場推廣活動的聯絡人

English Name 英文姓名： ☐Mr / ☐Ms _____ Chinese Name 中文姓名： _____ ☐先生 / ☐女士
Address 通訊地址： _____
Title 職銜： _____ E-mail 電郵： _____
Telephone 電話： _____ Fax 傳真： _____

Contact Person for Human Resources / Training 負責人力資源 / 培訓的聯絡人

English Name 英文姓名： ☐Mr / ☐Ms _____ Chinese Name 中文姓名： _____ ☐先生 / ☐女士
Address 通訊地址： _____
Title 職銜： _____ E-mail 電郵： _____
Telephone 電話： _____ Fax 傳真： _____

Contact Person for Complaint Handling 負責處理顧客投訴的聯絡人

English Name 英文姓名： □Mr / □Ms _____ Chinese Name 中文姓名： _____ □先生 / □女士

Address 通訊地址： _____

Title 職銜： _____ E-mail 電郵： _____

Telephone 電話： _____ Fax 傳真： _____

Important: In case of changes in ownership / directorship / management / trade name / name of contact person / Guesthouse licence holder of your organisation or addition / deletion of visitor accommodation premises, please notify the QTS Merchants Recruitment and Marketing Team in writing as soon as possible.
重要提示： 如 貴機構之擁有權 / 董事 / 管理層 / 營業名稱 / 聯絡人姓名 / 賓館牌照持有人有任何變動，或旅宿場所有任何增刪，請盡快以書面通知「優質旅遊服務」計劃商戶招募及市場推廣組。

I/We wish to receive future Quality Tourism Services Scheme – Visitor Accommodation correspondence via the following means *(please check only one of the following boxes)* 本人 / 吾等希望以下列途徑收取有關「優質旅遊服務」計劃 – 旅客住宿服務的通訊 *(請選擇以下其中一項)*：

☐ By E-mail 電郵 ☐ By Fax 傳真

I/We wish to receive future Quality Tourism Services Scheme – Visitor Accommodation Assessment Reports in (please check only one of the following boxes) 本人 / 吾等希望收到以下版本的「優質旅遊服務」計劃 – 旅客住宿服務評審報告 *(請選擇以下其中一項)*：

☐ English 英文版 ☐ Chinese 中文版

SECTION II: DOCUMENTS FOR APPLICATION
乙部： 申請所需文件

1. Guesthouse Licence and other Licences and Permits 賓館牌照及其他牌照及許可證

Please submit one copy of the following documents for all your visitor accommodation premises (if applicable):
請為 貴機構的旅宿場所 / 轄下所有其他旅宿場所（如適用）遞交以下文件之副本：

i. Guesthouse Licence 賓館牌照 （Number 牌照號碼：_____ ）

ii. Business Registration Certificate 商業登記證 （Number 牌照號碼：_____ ）

iii. Other Licence 其他牌照
(Such as General Restaurant Licence 如：普通食肆牌照
Liquor Licence 酒牌
Light Refreshment Restaurant Licence 小食食肆牌照等, etc) (Please specify 請註明： _____)
（Number 牌照號碼：_____ ）

Important 重要提示：
Copies of the Certificate or Licence of all your visitor accommodation premises will be required when your application is processed.
在 貴機構的申請審核期間， 貴機構須遞交轄下所有旅宿場所的證書或牌照之副本。

2. Public Liability Insurance 公眾責任保險

Please submit one copy of the following documents for all your visitor accommodation premises:
請為 貴機構的旅宿場所 / 轄下所有旅宿場所遞交以下文件之副本：

Public Liability Certificate of Insurance issued by insurance company
保險公司發出之公眾責任保險證明書 (Insured Amount 保額： _____)

SECTION III: ADDITIONAL INFORMATION
丙部：其他資料

Please provide any additional information that would support your application (if any) :
請提供其他有助申請的資料（如有）：
(Please ✓ and provide brief information where applicable 請在適當方格內加上「✓」號，並提供簡短資料)

☐ Trade/Corporate Membership 商會 / 機構會籍 (please specify membership status 請註明會籍類別)

_____

☐ Awards Won 曾獲獎項 (please attach a copy of the award 請附上獎狀副本)

Year & Award 年份及獎項名稱 _____

Year & Award 年份及獎項名稱 _____

☐ Quality Certification 品質證明證書 *(e.g. ISO9000 certification, ISO14000 certification 如 ISO9000 認證證書，ISO14000 認證證書)*

_____

☐ Others 其他 (please specify 請註明)

_____

SECTION IV: SERVICE STRATEGIES
丁部：服務策略

Please briefly describe the service quality strategies adopted by your organisation (if any)
請簡短描述　貴機構所採用的優質服務策略（如有）：

_____

_____

_____

_____

Please provide information on the existing operational processes and practices deployed from your organisation's quality service strategies to ensure value and satisfaction are delivered to visitors *(please ✓ and provide brief information where applicable):*
請簡述　貴機構現時為確保旅客獲得優質服務而實行的工作程序及方法 *(請在適當方格內加上「✓」號，並提供簡短資料):*

☐ Booking and Confirmation Mechanism 預訂及確認客房程序 _____

☐ Cancellation and Refund Policy 取消訂房及退款政策 _____

☐ Security Measures 保安措施 _____

☐ Training Programme 培訓項目 _____

☐ Service Pledge 服務承諾 _____

☐ Customer Survey 顧客意見調查 _____

☐ Customer Suggestion Box 顧客意見箱 _____

☐ Employee Suggestion Channel 員工建議渠道 _____

☐ Others 其他 (please specify 請註明) _____

SECTION V: DECLARATION OF COMPLAINT RECORDS
戊部：投訴紀錄聲明

I/We declare that our organization has/has not* received a substantiated complaint recorded with the following organizations: ☐ Home Affairs Department / ☐Fire Services Department / ☐Consumer Council / ☐Hong Kong Police / ☐Hong Kong Tourism Board (HKTB)* in the last 12 months / _____ months* *(the entire servicing period of my/our business since we have been operating less than 12 months).*

I/We agree that HKTB may release to and/or seek information relating to this application from the aforementioned official bodies.

本人 / 吾等謹此聲明，本機構在過去 12 個月內 / _____個月內*(*由於本機構開業短於 12 個月，此乃實際開業時間*) 曾 / 不曾*經 ☐ 民政事務總署 / ☐消防署 / ☐消費者委員會 / ☐香港警務處 / ☐香港旅遊發展局（「旅發局」）*等機構接獲已證實的投訴紀錄。

本人 / 吾等同意旅發局可就本申請向上述機構提供及 / 或索取有關資料。

** (please indicate by checking one box of below 請選擇適用者)*

Please provide details of any complaint case(s) 請就投訴個案提供詳細資料

_____

_____

_____

SECTION VI: GENERAL DECLARATIONS, INDEMNITY, AGREEMENT AND WAIVER

1. I/We declare that I/we have obtained and maintained all the licences and permits which are required or necessary in connection with the conduct of my/our business and that I/we have conducted and shall continue to conduct my/our business in compliance with all applicable laws and regulations.
2. I/We declare that all the information and supporting documents provided in this Application are true, accurate and complete and I/we undertake that all information and documents to be provided in the assessment process will be true, accurate and complete. I/We declare that we have disclosed fully in writing all information relating to this Application which I/We know or should reasonably know and which is relevant or material for the purpose of assessment.
3. I/We declare that I/We meet the basic requirements set out in Section 10 of the QTS Scheme Booklet and have not committed any act set out in Section 5.9 of the QTS Scheme Booklet. I/We agree that it is my/our obligation to prove to the satisfaction of the QTS Sub-Committee and the QTS Committee that the foregoing requirements and conditions are fulfilled.
4. I/We agree to keep the HKTB, the QTS Secretariat, the QTS Committee, the QTS Sub-Committee, the QTS Scheme and their agents fully and effectually indemnified against any loss, damage, claim or liability of whatever nature or kind whether or not resulting from negligence of the HKTB, the QTS Secretariat, the QTS Committee, the QTS Sub-Committee or their agents which they or any one or more of them may incur or suffer directly or indirectly arising from, in connection with or as a result of:
   a. any of the representations, warranties or declarations made by me/us being untrue, inaccurate, incomplete or misleading;
   b. any default or negligence by me/us in complying with the Rules or the Terms and Conditions of the QTS Scheme, the judgment of the QTS Committee and the QTS Sub-Committee and the Regulations and Guidelines governing use of QTS Logo, Decals & Collaterals; or
   c. any dispute between me/us and my/our customers; or
   d. any claim or complaint made by my/our customers, or otherwise as a result of I/we being a QTS merchant or as a result of the publication or announcement made by the QTS Secretariat in accordance with Section 5.12 of the QTS Scheme Booklet.

   This provision shall survive termination or withdrawal of my/our QTS status.
5. I/We agree to abide by the Rules of the QTS Scheme and, the Terms and Conditions of the QTS Scheme as set out in the QTS Scheme Booklet.
6. I/We agree that the QTS Secretariat may release and/or seek for information and complaint records relating to this Application to and from the organisations mentioned in Section V herein so far as it is necessary to properly conduct the assessment process. In consideration of the consent of the HKTB for me/us to apply to join the QTS Scheme and, subject to assessment, to grant me/us QTS status, I/We hereby expressly unconditionally and absolutely waive all my/our rights of any claims against the QTS Secretariat, the HKTB, the QTS Committee, the QTS Sub-Committee, the QTS Scheme and their agents and each of the abovementioned organisations and their respective officers, directors, employees, agents, subsidiaries, affiliates, successors and assigns ("the Released Parties") arising out of or in relation to the enquiry or release of complaint records and information which may have been lodged against me/us; and I/We further agree to indemnify, save and hold harmless each of the Released Parties from any liabilities, claims, demands, losses or damages which the Released Parties may incur or suffer arising from or in connection with the release of the said complaint records and information to me/us, to the fullest extent permitted by law. This provision shall survive termination or withdrawal of my/our QTS status.

己部： 一般聲明、彌償、協議及放棄權利

1. 本人 / 吾等聲明，本人 / 吾等已領取經營本人 / 吾等的業務所需或必要的所有牌照及許可證，並遵照一切適用法例及規例經營及繼續經營本人 / 吾等的業務。
2. 本人 / 吾等聲明，此項申請所提供的一切資料及有關文件均屬真確無誤及詳盡，而本人 / 吾等承諾，在評審過程中提供的一切資料及文件，均屬真確無誤及詳盡。本人 / 吾等已全面書面披露本人 / 吾等所知及應合理知悉的所有有關此項申請的相關或重要資料，以供評審之用。
3. 本人 / 吾等聲明本人 / 吾等已符合「優質旅遊服務」計劃介紹冊子第 10 部份的基本要求，且並無進行「優質旅遊服務」計劃介紹冊子第 5.9 部份所載的任何行動。本人 / 吾等同意本人 / 吾等有責任提出令「優質旅遊服務」小組委員會及「優質旅遊服務」委員會信納的證明，證明上述要求及條件已獲履行。
4. 本人 / 吾等同意就旅發局、「優質旅遊服務」秘書處、「優質旅遊服務」委員會、「優質旅遊服務」小組委員會、「優質旅遊服務」計劃或其各自代理人因發生以下情況而直接或間接產生或蒙受的任何損失、損害、申索或各種法律責任（不論是否因旅發局、「優質旅遊服務」秘書處、「優質旅遊服務」委員會、「優質旅遊服務」小組委員會或其各自代理人的疏忽所致）而向上述各方或任何一方或多方作出充分及有效彌償：
   a. 本人 / 吾等作出的任何有關陳述、保證或聲明屬於失實、失準、不完整或有誤導成分； 或
   b. 本人 / 吾等不遵守或疏忽遵行「優質旅遊服務」計劃的規則或條款及細則，「優質旅遊服務」委員會及「優質旅遊服務」小組委員會的裁決及「優質旅遊服務」標誌、標貼及宣傳品的使用規例及指引；或
   c. 本人 / 吾等與本人 / 吾等的客戶之間的任何爭議；或
   d. 本人 / 吾等的客戶提出任何索償或投訴，或由於本人 / 吾等作為「優質旅遊服務」計劃認證商戶身分，或「優質旅遊服務」秘書處根據「優質旅遊服務」計劃介紹冊子第 5.12 條發佈或公佈的有關事宜。

   即使本人 / 吾等的「優質旅遊服務」商戶資格終止或撤銷後，此項規定依然有效。
5. 本人 / 吾等同意遵行「優質旅遊服務」計劃介紹冊子所列載的「優質旅遊服務」計劃規則及「優質旅遊服務」計劃條款及細則。
6. 本人 / 吾等同意，「優質旅遊服務」秘書處可向戊部所述的機構提供及 / 或自該等機構索取有關這些申請的資料或投訴記錄，惟有關資料及文件必須是評審過程所需者。鑑於旅發局同意容許本人 / 吾等申請參與「優質旅遊服務」計劃，以及在通過評審後認證本人 / 吾等為「優質旅遊服務」商戶，本人 / 吾等就有關查詢或披露可能涉及本人 / 吾等的被投訴紀錄或資料，特此明確、無條件及完全放棄對「優質旅遊服務」秘書處、旅發局、「優質旅遊服務」委員會、「優質旅遊服務」小組委員會、「優質旅遊服務」計劃及其各自代理人、上述各機構及其各自的高級人員、董事、僱員、代理、附屬公司、聯屬公司、繼承者及受讓人(「豁免人士」)一切的申索權利。而本人 / 吾等進一步同意向各豁免人士作出賠償，並對彼等因向本人 / 吾等發出上述投訴記錄及資料而可能產生或面臨的任何法律責任、索償、申索、損失或賠償(盡法律所容許的限度)作出彌償。即使本人 / 吾等的「優質旅遊服務」商戶資格終止或撤銷後，此項規定依然有效。

7. I/We agree that the QTS Secretariat may disclose or publish the name, address(es), website, telephone number(s) and

any other relevant information of my/our application organisation(s) for promotion of quality services.

8. I/We agree to grant the HKTB the right to use, print, publicise or picture my/our name, logo, trademark, people, products, shops, buildings or any works of art (and my/our outlets / restaurant) for the purpose of the promotion of the QTS Scheme in such media and manner as the HKTB may think fit.
9. I/We agree that the application fee is not refundable after submission of this Application.
10. I/We agree to abide by the Regulations of the QTS Logo, Guidelines for Use of the QTS Logo and Guidelines for Use and Display of the QTS Decal / Collateral as may be imprinted on the QTS Certificate or otherwise notified by the QTS Secretariat to me/us from time to time.
11. In consideration of consent of the HKTB in allowing me/us to apply to join the QTS Scheme and, subject to assessment, grant me/us QTS status, I/we hereby expressly unconditionally and absolutely waive all my/our rights of claims against the HKTB, the QTS Secretariat, the QTS Committee, the QTS Sub-Committee, the QTS Scheme and their agents. This provision shall survive termination or withdrawal of my/our QTS status.

7. 本人 / 吾等同意，「優質旅遊服務」秘書處可為推廣優質服務而披露或刊發本人 / 吾等的申請機構名稱、地址、網頁、電話號碼及任何其他有關資料。
8. 本人 / 吾等同意將本人 / 吾等（及本人 / 吾等的商舖 / 餐館）的名稱、標誌、商標、員工、產品、店舖、建築物或任何藝術品的使用、印製、宣傳或攝製權利授予旅發局，藉此在旅發局認為合適的媒體及按其認為合適的方式推廣「優質旅遊服務」計劃。
9. 本人 / 吾等同意，在遞交此項申請後，有關申請費用概不退還。
10. 本人 / 吾等同意**遵守「優質旅遊服務」證書上所刊印或「優質旅遊服務」秘書處**不時向本人 / 吾等通知「優質旅遊服務」計劃認證商戶的「優質旅遊服務」標誌規例、「優質旅遊服務」標誌使用指引及「優質旅遊服務」標貼 / 宣傳品使用及展示指引。
11. 鑑於旅發局同意容許本人 / 吾等申請參與「優質旅遊服務」計劃，以及在通過評審程序的情況下認證本人 / 吾等為「優質旅遊服務」商戶，本人 / 吾等特此明確、無條件及絕對放棄一切對 旅發局、「優質旅遊服務」秘書處、「優質旅遊服務」委員會、「優質旅遊服務」小組委員會、「優質旅遊服務」計劃及其各自代理人而享有的一切申索權利。即使本人 / 吾等於「優質旅遊服務」商戶資格終止或撤銷後，此項規定依然有效。

Authorised Signature 授權簽署 | Company Stamp 公司蓋印

Name & Title 姓名及職銜 | Date 日期

Checklist for Making an Application 遞交申請之文件列表

The following documents and fees should be submitted to the QTS Merchants Recruitment and Marketing Team c/o DT Communications Asia Pacific , Room 1411, 14/F, Eastern Harbour Centre, 28 Hoi Chak Street, Quarry Bay
請將下列文件連同費用一併遞交「優質旅遊服務」計劃商戶招募及市場推廣組轉交殿堂公共關係顧問集團
(地址：鰂魚涌海澤街 28 號東港中心 14 樓 1411 室)

1. Completed QTS Scheme – Visitor Accommodation Application Form 填妥之「優質旅遊服務」計劃 – 旅客住宿服務申請表格
2. Completed QTS Scheme – Visitor Accommodation Assessment Checklist 填妥之「優質旅遊服務」計劃 – 旅客住宿服務評審準則列表
3. Copy/Copies of Guesthouse licence (s), Business Registration Certificate(s) and, if applicable, relevant licence(s) 賓館牌照、商業登記證及(如適用) 有關牌照之副本
4. Certificate of public liability insurance showing the amount & locations insured 公眾責任保險證明書，顯示投保額及地址。
5. A Visitor Accommodation Premises address list 所有旅宿場所地址清單
6. A cheque for the appropriate amount of application fee made payable to the “Hong Kong Tourism Board” 繳交申請費用的劃線支票（抬頭請註明「香港旅遊發展局」）

For more information, please call the QTS Merchants Recruitment and Marketing Team on 3696 6966 or fax to 3007 1466. Website: http://PartnerNet.hktb.com. 如有查詢，請與「優質旅遊服務」計劃商戶招募及市場推廣組聯絡，電話：3696 6966；傳真：3007 1466；網址：http://PartnerNet.hktb.com。

Remarks 備註：
The QTS Secretariat and/or the professional consultant will ask you to submit the following documents when processing your application:
- Information regarding each premises, including name(s), address(es), number of employees, floor size, types of rooms, etc.; and
- Copies of relevant supporting documents, as appropriate.

在 貴機構的申請審核期間，「優質旅遊服務」秘書處及 / 或專業顧問將會要求 貴機構遞交下列文件：
- 各場所資料，包括名稱、地址、員工人數、樓面面積、客房種類等； 及
- 其他適用的有關證明文件副本。

While every effort has been made to ensure the accuracy of this information, Hong Kong Tourism Board accepts no responsibility for any errors or omissions.
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Schedule of Fees for Quality Tourism Services Scheme - Visitor Accommodation
「優質旅遊服務」計劃– 旅客住宿服務申請費用表

Application fee is calculated in accordance with the number of rooms per premises. Chain business with more than one visitor accommodation premises enjoys a 10% discount on the total sum of application fee for the whole chain. Application fee **per premises** is as follows:
申請費用按每間旅宿場所可供租賃的客房數目計算。超過一間旅宿場所的連鎖業務將獲 10 % 的折扣優惠。
每間旅宿場所的申請費用如下：

(A) First Year Application Fee 首年申請費用

No. of rooms **供租賃的客房數目**	**First Year Application Fee per premises** **每間旅宿場所首年申請費用**
1-20	HK$ 5,250
21-50	HK$ 6,300
51-100	HK$ 7,350
> 100	HK$ 8,400

Example:
If a visitor accommodation has a chained business of two premises, one of which has 20 rooms and the other 45 rooms, the total application fee will then be:($5,250 +$6,300)x90% = $ 10,395.
舉例：
某家旅宿服務供應商擁有兩個旅宿場所的連鎖業務，其一有 20 個房間，另一有 45 個房間，申請費用總數將是：
($5,250 +$6,300) x 90% = $ 10,395

(B) Renewal Application Fee 續證申請費用

No. of rooms **供租賃的客房數目**	**Renewal Application Fee per premises** **每間旅宿場所續證費用**
1-20	HK$ 2,700
21-50	HK$ 3,240
51-100	HK$ 3,780
> 100	HK$ 4,320